

# VOLUNTEER OPPORTUNITIES

The Lethbridge Chamber of Commerce relies heavily on volunteers to do the work to ensure the Voice of Business is heard. As we start the new Chamber season in September there are several opportunities for our members to get involved in advocacy work, member engagement and events.

Please complete a volunteer registration form for your areas interest and expertise to ensure that you are included in appropriate communications.

Opportunities Defined:

**Chamber Committees** – are an ongoing commitment and typically meet monthly. Committees deal with high level overview of objectives and are long term in commitment. Committees may recommend work to go to task force but will rarely delve deeply into specific topics.

## **COMMITTEE OPPORTUNITIES ARE:**

### **Audit and Finance Committee**

The Audit & Finance Committee fulfills governance responsibilities related to the quality and integrity of financial reporting. This Committee assures fair presentation of the financial position and results of operations of the Chamber in accordance with Canadian generally accepted accounting principles and ensures that appropriate systems and controls are maintained for the proper recording of transactions and protection of assets.

The Committee will:

- Review and recommend approval of the annual budget prepared by the staff.
- Regularly review financial results.
- Oversee the management of organization-wide financial assets.
- Oversee management's establishment of an adequate system of internal controls and procedures and effective performance of those internal controls and procedures.
- A sub-committee called the Audit Committee will sit with the independent auditor annually to review the results of the last financial audit and the contents of the auditors prepared management letter.
- Ensure that the organization is operating at the highest level of financial transparency.

## **VOLUNTEER OPPORTUNITIES**

### **Chamber Catalyst Committee**

The role of the Chamber Catalyst Committee is to gather information from the membership and community on important issues that affect business. This may happen by survey, roundtables, member submission, or in other manners.

The Committee will:

- Identify industry issues and gain important input from industry leaders.
- Identify opportunities for policy or program development.
- Identify opportunities for the Chamber of Commerce to fill a relevant part of member needs.
- Make recommendations for taskforce work.

### **Chamber Convener Committee**

The Convener Committee will assist the Board in cultivating the Chamber's relationships with all levels of government.

The Committee will:

- Maintain and promote the Lethbridge Chamber of Commerce's relationships with all levels of levels of government and industry stakeholders in conjunction with the efforts and/or assistance of the Executive Committee and Executive Director
- Establish and follow a communication plan to enhance the Chamber's relationships with municipal government, utilizing the Executive Committee and Executive Director, to ensure the Chamber will be heard as the "Voice of Business" at the Municipal level.
- Enhance the Chamber's relationships with industry leaders and other business associations.

### **Advocacy Review Panel**

The role of the Advocacy Review Panel is review Chamber advocacy policies and positions prior to submission to the Board for approval.

The panel will:

- Review policy and positions to ensure stakeholder consultation and consideration has been given.
- Identify risks.
- Make recommendations to the board.
- Develop individual advocacy strategies for policies and positions.

## VOLUNTEER OPPORTUNITIES

### Chamber Champion Committee

Not all membership needs are policy based; when a need for a new program or event is identified this committee will make recommendations for solutions to answer these requirements and form task forces as needed for implementation. To establish the Champion Committee, we have merged three previous committees together to enhance collaboration. The three areas below will be considered by the committee when establishing projects and programs and task forces will be struck as needed:

- **Ambassadors**

Are members who have a passion for Chamber work and for engaging members and the community at large in Chamber events and activities. Their primary role is to make connections and promote the Lethbridge Chamber of Commerce.

- **HYPE – Helping Young Professionals Excel**

- Enhance the Chamber's ability to address the needs of the young business owner's demographic in Lethbridge through projects and events.
- Engage business people under forty years of age with the Chamber of Commerce.
- Provide educational opportunities to young professionals, which are current and relevant to address their needs. These could include but are not limited to speakers, workshops, etc.
- Provide networking opportunities for young professionals.
- Explore mentorship opportunities with experienced professionals to ensure transition and growth in the business community.

- **Philanthropy**

Strives to partner the business community with the Non-Profit Organizations (NPOs) currently working in our community. Through increased awareness, education, and communication we will create a stronger partnership. With increased collaboration the entire community benefits when those most in need are helped by receiving additional service or funds. It is not the purpose of this committee to ask for donations, nor select or position selected NPO's.

## VOLUNTEER OPPORTUNITIES

### **HR and Workforce Initiatives Committee**

The Committee will:

- Share information with members and lead HR related initiatives regarding employment, labour and job creation, workplace legislation and best HR practices.
- Provide an advocacy role to represent members on current issues and employment legislation that affect business and workforce needs, through the development of Chamber HR policies that can be used to lobby local, provincial and federal governments.
- Create a learning environment through expert speakers and workshops.
- Build effective relationships and initiatives with HR related and educational based organizations and institutions.
- Develop and support programs and resources for the mutual benefit of business and education.

### **Governance & Nominations Committee**

The Governance & Nominations Committee's role is to assist the Board in fulfilling its governance duties by:

- Overseeing the nomination process and ensuring there is a qualified slate of directors for election as outline in the Bylaws.
- Periodically reviewing the Bylaws.
- Reviewing Committee Charters and make recommendations to the Board of Directors.
- Ensuring the policies are reflective of a Governance Board and align with the bylaws.
- Oversee nomination process for Honourary Membership.

### **Chamber Task Forces**

Tasks Forces are topic specific and typically short term in nature. They deal with a specific issue and disperse upon completion. Task forces may be for advocacy to develop a policy, for engagement to plan an event, or for a specific governance issue. Occasionally a task force may be ongoing for a longer period of time but is still topic specific. Policy development participation may be limited to persons with topical expertise or to those specifically impacted by the issue at hand.

## **VOLUNTEER OPPORTUNITIES**

### **TASK FORCE OPPORTUNITIES ARE:**

#### **Provincial Election Forum Task Force**

- The Chamber of Commerce holds an election forum for provincial candidates prior to all provincial elections. This task force will prepare for the event and issue pre-forum questionnaires or other material.

#### **Opportunity South Event Task Force**

- The Opportunity South Summit & Business Expo is the largest event of the year for the Chamber. This task force will assist the Event Coordinator in planning and executing the logistics of the event.

#### **CLIPS Task Force**

##### **Chamber Leadership Innovation Project For Students (CLIPS)**

This pilot project will assist the Lethbridge Chamber of Commerce in supporting the development of meaningful, self-sustaining relationships between business and education. The Chamber will foster school/business relationships through the approval and funding of student project proposals.

Successful student proposals will have the following components:

- Capacity to build student leadership skills;
- Promote student creativity, innovation and/or identification of possible solutions to a stated problem;
- Include interaction with a Chamber business partner, where possible.